

Download the Adobe PostScript Printer driver:

1. Go to <http://www.adobe.com>
2. Click on “Other downloads” link
3. Under the heading “Printer Drivers”, click on the “Windows” link
4. Under the heading “Version 1.0.6”, click on the link for “Adobe Universal PostScript Windows Driver Installer 1.0.6 – English”
5. Click on the “Download” button. Save the file “winsteng.exe” to your harddrive and note the directory.
6. When the download is complete, find the directory where you saved the file and double click it. This will begin the installation process.
7. Select the “Local printer” option when prompted.
8. When prompted for the “Local Port Selection”, select the “FILE” option. This means that when you print using this “virtual” printer, you will print to a file on your hard drive.
9. Do not print a test page or configure the printer when prompted. The defaults are sufficient.

Download AFPL Ghostscript and GSview:

1. Got to <http://www.cs.wisc.edu/~ghost/>
2. Click on the “Obtaining AFPL Ghostscript 8.0” link.
3. Scroll down to the Windows section.
4. Click on the “gs800w32.exe” link to save Ghostscript to your hard drive and note the directory.
5. Click on the “gsv43w32.exe” link to save GSview to your hard drive and note the directory.
6. When the downloads are complete, find the directory where you saved Ghostscript and double click it. This will begin the installation process.
7. You will be prompted for an installation directory. The default is fine, or you can change it to the “Program Files” directory. **Note:** on some systems the file listing can be very cryptic. Directories are marked with brackets ([]) and the “Program Files” directory may appear as “[progra~1]”.
8. The installation process can take a while so be patient. It will tell you when it is done.
9. When Ghostscript is installed, double click on GSview to start its installation process.
10. For GSview, the defaults are fine so it is sufficient to just click “Next” until you reach the end. Then click “Finish”.
11. This installation process can also take a while, so be patient. When it is finished, you are ready to create a PDF file.

To create a PDF file:

1. Print the desired document to your virtual PostScript printer from any application you wish.
2. Since you selected that you will print to a file, you will be prompted for a file to print to. Note that you will need to enter a fully qualified filename (directory + file). For everything to work properly, it is important that the file should end in

- “.ps”. You now have a PostScript file that can be converted to PDF.
3. Find the “.ps” file you just created and double click on it. If GSview was set up properly, it should automatically start with your document loaded.
 4. If the page is too big (i.e., not 8.5” x 11”), select the proper size under the “Media” menu.
 5. Once you are ready, select the “Convert” option under the “File” menu.
 6. Scroll down the “Device:” list until you see “pdfwrite” (note that it may be the default selection). Select it and click the OK button.
 7. Enter in the new filename you wish (it should end in “.pdf”) and click OK.
Note that creation of the PDF may take a minute or so, so be patient. A second window will be created that will show the progress. You may not see it on the screen, but it will be visible in the taskbar. Do not close GSview until it has completed.